# 5 Procurement Decision Methods

**Small Purchase Threshold**: Use most restrictive: Federal or Local

## Below $250,000.00 (Federal Threshold)

1. **Informal**
   - **Micropurchase**
     - ≤ $10,000
     - 2CFR200.320(a)
     - Distribute equitably among suppliers
     - Awarded without soliciting competitive quotations, if the price is considered reasonable
     - Keep a log or file to document purchased item, price and vendor

2. **Small Purchase**
   - SAT (Simplified Acquisition Threshold)
     - ≤ $250,000
     - 2CFR 200.320(b)
     - Requires price OR rate quotations from at least 3 sources ("3 quotes & a buy")
     - Develop written specs
     - Document all quotes
     - Evaluate & Award

## Above $250,000.00 (FEDERAL THRESHOLD)

3. **Invitation for Bids**
   - IFBs
     - Competitive Sealed Bid
     - Lowest in Price
     - 2CFR 200.320(c)
     - Publicly publish solicitation
     - Evaluate
     - Award

4. **Request Proposals**
   - RFPs
     - Competitive Proposal or Sealed Bid
     - Awarded to the proposal that is most advantageous to the program with price and other factors considered.
     - 2CFR 200.320(d)
     - Publicly publish solicitation
     - Evaluate
     - Award

## Purchasing Methods for Unique Circumstances Outside Customary

**Purchasing Method (non-competitive proposals)**

- Single Source 2CFR 200.320 (f)
- Emergency Procurement

May be used only when one or more apply:

- Item is available from a single source
- Emergency for the requirement will cause a delay resulting from a competitive solicitation
- Written request from SFA to the Federal awarding agency and request is authorized
- After solicitation of several sources, competition is determined inadequate

- One-time unforeseen event
- Document reason for the emergency and notify the state agency
- Award contract with vendor
- Maintain documentation

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**Always Forecast Your Needs**

This institution is an equal opportunity provider.

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Georgia Department of Education School Nutrition